

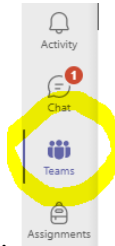
SD5 TEAMS How to Create a Class Team Cheat Sheet

A video tutorial that goes over a Class Team set up and is similar to our setup in SD5 is available [here](#).

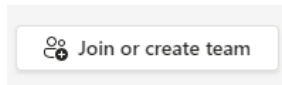
1. Open **TEAMS for Desktop** on your SD5 laptop or desktop computer. Type “teams” in the search bar.



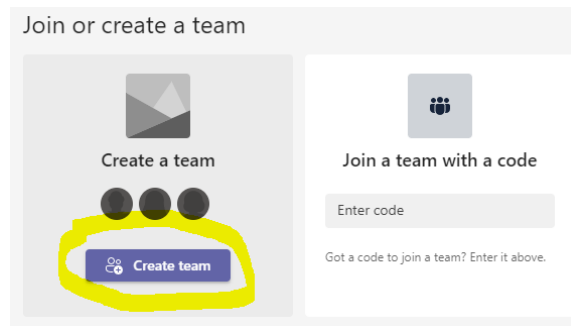
TIP: if TEAMS is not installed on your desktop, download it here: <https://www.microsoft.com/en-ca/microsoft-teams/download-app>. If that doesn't work, please contact: helpdesk@sd5.bc.ca



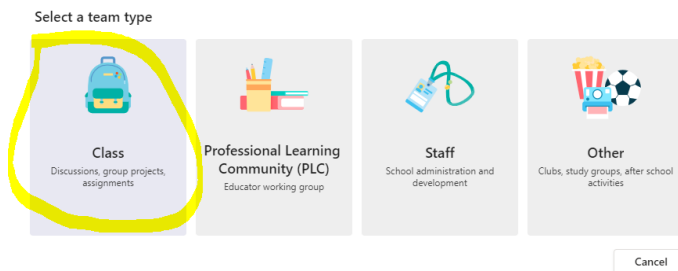
2. After TEAMS opens, click the Teams icon.



3. Now click “Join or create team” and select “Create Team”.



4. Select a “Class” team type.



5. Create and type a unique Name for your class team and then click “Next”.

A screenshot of the "Create your team" form. The form has a title "Create your team" and a paragraph of text: "Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook." Below the text is a "Name" text box containing "Ms. F Science 9", which is highlighted with a yellow circle. Below the name box is a dropdown menu showing "(U) Ms. F Science 9 Team". Below the dropdown is a "Description (optional)" text box containing "Let people know what this team is all about". At the bottom of the form, there is a link "Create a team using an existing team as a template" and two buttons: "Cancel" and "Next".

6. Add Students and/or teacher/admin to the Team.

*Tips: Search by typing in the **student number** or **student first and last name**. You will need to enter in each student as MyEd is not connected to Teams.*

*You may want to **add a teacher or admin as co-owner** of the Team as they can add a TTOC as a co-owner in the event of teacher absence.*

Add people to "(U) Ms. F Science 9 Team"

Students Teachers

Add

Start typing a name to choose a group, distribution list, or person at your school.

To learn more about adding channels, uploading assignments, how to host meetings and more, go to the [SD5 DRC TEAMS](#) page.